

**Kalamazoo Public Library
OFFICIAL MINUTES OF THE BOARD OF TRUSTEES
PUBLIC HEARING ON BUDGET AND REGULAR SESSION**

DATE: August 22, 2005

TIME: 4:00 p.m.

LOCATION: Washington Square Branch Library
Meeting Room
1244 Portage Street
Kalamazoo, Mi 49001

PRELIMINARY BUSINESS

President Godfrey called the regular meeting to order at 4:00 p.m.

Roll Call: Trustees present: Cynthia Addison, Donald Brown, Robert Brown, Loren Dykstra, Lisa Godfrey, Valerie Wright and James VanderRoest.

Oath of Office: Re-elected Trustee Loren Dykstra and newly appointed trustee Robert Brown were sworn into office.

I. RECOGNITIONS, RESOLUTIONS, COMMUNICATIONS

There were no recognitions, resolutions or communications.

II. PERSONS REQUESTING TO ADDRESS THE BOARD

No one addressed the board.

III. CONSENT CALENDAR

A. Minutes of the Regular Meeting of July 25, 2005

B. Personnel Item

Jeremy Breeding will begin around September 1 as a half-time library assistant 3, assigned to the Children's Room within Youth and Branch Services. He is filling a half-time position that became available when **Sarah Nyenhuis** reduced from full-time to half-time. Mr. Breeding has been a library aide for several years and was hired earlier this year as a half-time library assistant in the Loan Services and Outreach Department, working on the circulation desk at central library. He will now be a full-time library assistant, working in the two different departments.

Disposition: The board accepted the minutes of the June 25, 2005 meeting and the personnel item as presented.

IV. FINANCIAL REPORTS

A. Financial Reports for the Period Ending July 31, 2005

Recommendation: Director Rohrbaugh recommended the board accept Financial Reports for the Period Ending July 31, 2005.

MOTION: C. ADDISON MOVED AND V. WRIGHT SUPPORTED ACCEPTANCE OF THE FINANCIAL REPORTS AS RECOMMENDED.

Discussion: J. VanderRoest noted administrative fees for the Local History Room fund within Kalamazoo Community Foundation are high; unfortunately the way the fund is constructed this cannot be changed. We have addressed the other fund that was within the KCF by moving it to an endowment.

D. Schiller, Head of Finance & Budget, indicated the foundation is revamping their investment profiles to boost the return on investment but will also likely charge higher fees.

A. Rohrbaugh noted the action the board took to move the endowment fund is being worked through and it appears for the first time on the current financial statements. Also, several large annual payments that are made early every fiscal year are reflected in the financial statements. We are invoicing Kalamazoo and Oshtemo Townships for Single Business Tax revenues. The gifts and grants reports are in a slightly different format so they look similar to the budget.

MOTION CARRIED 7-0.

V. REPORTS AND RECOMMENDATIONS

ACTION ITEMS

A. KPL Delegate to Annual MERS Meeting

Recommendation: A. Rohrbaugh recommended the board appoint Diane Schiller, Head of Finance & Business, the KPL Officer Delegate to the Municipal Employees' Retirement System of Michigan (MERS) and Gary Green, Head of Technical Services/Information Technology be named the alternate.

MOTION: J. VANDERROEST MOVED AND C. ADDISON SUPPORTED THE RECOMMENDATION AS PRESENTED.

Presentation: A. Rohrbaugh noted when we first joined MERS there were few participating KPL employees; now about half the staff members are covered by MERS. It is increasingly important to participate in these annual meetings. An election was held to name the employee delegate, which does not require board action. The employee delegate elected is Wendy Hand; Ann Sarenius is the alternate.



Motion carried 7-0.

REPORTS

B. Government Documents Report

Presentation: Katy Steadman, Head of Adult Services, and Christine Hann, Government Documents Librarian, provided a history of the government documents collection at KPL, described the collection of documents, current practices and usage and future plans.

C. Internal Control Audit Procedures

Presentation: Diane Schiller, Head of Finance & Budget, explained that with the change to a new auditing firm, they will likely want to review our internal audit control procedures more closely. Our previous audit firm was more familiar with our practices and it was not felt

necessary to do as thorough an investigation as will likely occur this year. In the past the auditors have interviewed the Director and Head of Finance & Budget. This year they will likely wish to speak to more library office staff than in the past as well as some trustees, probably J. VanderRoest as Treasurer of the board and L. Godfrey as President.

Discussion: L. Godfrey indicated there may be some financial tutorials at upcoming board meetings.

D. Ready to Read

Presentation: Andrea Enyedi, *Ready to Read* Coordinator, led the board through the written annual report detailing program components and activities, partner information, numbers of children and families served.

E. Washington Square Branch

Presentation: Nancy Davis Smith, Washington Square Branch Lead Librarian, told the board about a number of neighborhood groups, events and programs in which the library participates or hosts at the branch. The neighborhood is in a period of rejuvenation and the Washington Square branch is taking part in that effort in several ways including expanding our initiative to reach out to the Spanish-speaking community which has a large presence in the Edison neighborhood.

Disposition of

Items A-D: Trustees appreciated the information received and thanked the presenters.

VI. COMMITTEE REPORTS

A. Committee Assignments for 2005/2006

Presentation: President Godfrey reported she assigned trustees to committees after consulting with them regarding their preferences. The committee assignments for 2005/06 are as follows:

Finance and Budget Committee

Chair: James VanderRoest, Bob Brown, Valerie Wright

Personnel Committee

Chair: Cynthia Addison, Don Brown, Loren Dykstra

Endowment Fund Development Committee

Chair: Lisa Godfrey, Donald Brown

Ad Hoc Litigation Committee

Lisa Godfrey, James VanderRoest

Ad Hoc Building Committee*

Lisa Godfrey, James VanderRoest, Valerie Wright

*A new experimental committee to advise management, at its request, on building issues that impact public spaces or public perception/uses

Law Library Liaison

Lisa Godfrey

B. Finance & Budget Committee

Nothing to report, will meet with auditors soon.

C. Personnel Committee

Nothing to report.

VII. OTHER BUSINESS

A. Directors Report

Presentation: The director highlighted several items in her written report and added:

Alan Walker, the owner of Program Corporation of America, who breached their contract with us over booking James Earl Jones for a visit to Kalamazoo in celebration of KPL's being named Library of the Year 2002, will be sentenced September 9 after being found guilty of defrauding a number of individuals and organizations, KPL among them. You may recall Marti Fritz, Community Relations Manager, testified in this case.

A report on the new statistics form is planned for an upcoming meeting.

A recent development in the problems being experienced at the Powell Branch Library: 24 sections of the curved windows need to be replaced. There is leakage around the window frames and the windows themselves have hundreds of tiny cracks in them. They can be purchased and installed locally; prices are being investigated. Once this problem is corrected, damage drywall can be replaced.

VIII. PERSONS REQUESTING TO ADDRESS THE BOARD

No one addressed the board.

IX. TRUSTEE COMMENTS

L. Dykstra lamented the destruction of Pfizer buildings in downtown Kalamazoo and wondered what we expect to lose in tax revenue as a result. **A. Rohrbaugh** indicated our loss really has already occurred; we lost the personal property tax component as the buildings were vacated. Most of the real property value has already been spun off in the agreement KPL has with the DDA.

He also thanked trustees and staff for their expressions of concern and sympathy on the death of his wife.

R. Brown thanked the board for appointing him to the board position made available when Amy DeShon resigned.

V. Wright is looking forward to serving on the newly created Ad Hoc building committee as it fits in with her area of expertise.

XI. ADJOURNMENT

Hearing no objections, President Godfrey adjourned the meeting of the Kalamazoo Public Library Board of Trustees at 6:17 p.m.

Loren J. Dykstra, Secretary